Sample Letter For Federal Credit Unions Receiving Only Form 5300

Charter :	XXXXX	
Check Digit:	XXXX	Credit Union's Name to Display Here
Cycle Date:	0905	Credit Union's Address To Display Here
Region:	1	Credit Union's City, State and Zip Code To Display Here

TO THE OFFICIALS OF THE FEDERAL CREDIT UNION ADDRESSED:

Enclosed are the materials for your use in filing the September 30, 2005 Call Report. This package contains a copy of the Call Report (form 5300), the PC 5300 *Windows* program compact disk, a copy of the PC 5300 *Windows* Checklist, and a mailer.

Call Report: The form 5300 contains both core pages and supplementary schedules. Credit unions that engage in a broader range of investment, share, or lending activities must complete the supplementary schedules as needed. Please carefully review the *Instructions for Reporting Requirements* located in the form 5300 Call Report, just before the Working Copy of the form.

The paper copy of the form is provided for your convenience. You are not required to return the form if you use the PC 5300 program (unless your examiner has requested that you do so), but you should print and sign a completed report, and retain a copy in your permanent records. If you choose to use the PC 5300 program, you must install the current system enclosed in this package. Please make sure that the version which appears on the *NCUA Form 5300 for Windows* program is correctly identified as 5.c. Your charter number and check digit are listed at the top left corner of this page.

Report of Officials: The 2005 Report of Officials (form 4501) and the report's *Windows* software were sent with the December 2004 call report materials. The form, software, and user instructions are also available on the current CD and on our website at www.ncua.gov/GuidesManuals/roofficials/roofficials.html.

Please call NCUA Customer Service at 1-800-827-3255 with any software questions. Please direct any questions not related to the PC 5300 software to the NCUA examiner listed below.

Credit unions with Internet access and using NCUA provided software can securely upload the Call Report and Report of Officials (ROO) data for processing with the eSend option. Please refer to the program instructions for further details. Your security passwords required to use eSend are listed at the bottom of this page. **This cycle will be the last cycle NCUA will be assigning the password for the Call Report.** Attached are instructions to change the password and store it under a self-managed password system. The website address for the password management system is https://webapps.ncua.gov/CUPMS. The ROO password will be provided during the December 2005 5300 cycle. The ROO will also be managed under the self-managed password system.

The processor will contact you with any questions during processing. If you do not use the eSend option for the ROO, refer to the filing instructions contained in the form. If you do not use the eSend option for the Call Report, please submit a copy of your September 30, 2005 financial statements and your 5300 Call Report in hard copy or on diskette. *THE COMPLETED FORM OR DISKETTE MUST BE RETURNED BY OCTOBER 24, 2005 TO THE FOLLOWING ADDRESS:*

Contact Examiner's Name To Display Here	**Email:**	Examiner's E-mail Address To Display Here
Contact Examiner's Address To Display Here	**Phone:**	Examiner's Phone Number To Display Here
Contact Examiner's City, State and Zip Code To Display Here	**Fax:**	Examiner's FAX Number To Display Here

5300 Password:	CU's Password To Display Here	**ROO Password:** CU's ROO Password To Display Here